

WEYMOUTH PUBLIC SCHOOLS

Job Description

Job Title: Finance Manager and School Procurement Administrator

Reports to: The Assistant Superintendent of Finance & Operations

Qualifications:

- Bachelor's degree in accounting, business administration, or minimum 3 years of experience working in public education finance required
- Massachusetts Certified Public Purchasing Official (MCCPO), required
- Five years of related experience

Desirable Qualifications:

Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments. Proven ability to communicate effectively and work collaboratively with people of diverse backgrounds, including administrators, teachers, staff, parents, guardians, students, and community members. Outstanding communicator with a high level of speaking and writing skills with the ability to convey messaging to diverse audiences.

General Responsibilities:

The Finance Manager will play a key role in assisting the Assistant Superintendent for Finance & Operations in overseeing the accounting activities of the Business Office. This includes managing the reporting, billing, collections, and budget.

Essential Duties and Responsibilities:

- Assists in the development of the annual budget
- Collaborates with Town Offices and Departments
- Monitors and enforces local, state, and federal procurement laws. Including but not limited to MGL 30b
- Responsible for Procurement and Contract Process, including the public bid process
- Evaluate bids and proposals, make recommendations for contract awards, and execute contracts with the collaboration of the Town of Weymouth's Department of Asset Management
- Evaluate contracts for compliance and cost effectiveness

- Oversee and manage all contracts and vendors utilized by the school district
- Prepares financial analysis and reports, and maintains and updates the budget database.
- Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Supervises and coordinates all financial transactions consistent with school committee policy.
- Oversees payroll processing and creates and pulls data for payroll projection reports
- Oversees accounts payable and accounts receivable
- Assists in Capital Project funding and accounting
- Assists in the preparation of end-of-the-year financial reporting requirements
- Manage all MSBA School Project fund budgets and drawdowns
- Ensures compliance with local, state, and federal government requirements
- Updates and ensures Financial Procedures are compliant with School Committee Policies
- Supports cost center managers in budget development and management
- Develop and maintain effective lines of communication with vendors, ensure vendors adhere to contracts, and immediately report issues of concern
- Performs all other duties assigned by the Superintendent or their designee.

Working Conditions:

Work is primarily sedentary and is performed in an office setting. Work requires direct contact with staff, students, families, and community members. Prolonged periods of sitting at a desk and working on a computer. May be required to lift up to fifteen (15) pounds.

Fair Labor Standards Act (FLSA) Classification:

Exempt

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.